

DRAFT

**COUNTY OF LOUDOUN
FIRE-RESCUE COMMISSION
16600 Courage Court
Leesburg, Virginia 20175
(703) 777-0333**

Commission Meeting
24 February 2004
Classroom #2 Training Annex

I. Call To Order: 7:00 p.m.

Commissioner I. Buchanan:	Present	Supervisor Clem	Excused
Commissioner M. Buchanan:	Present	LCFR Chief Griffin	Excused
Commissioner Habib:	Present	Medical Director Sabella	Excused
Commissioner Love:	Present	EMS Chair Leo Kelly	Excused
Commissioner Muller:	Present	Fire Chair Cunningham	Excused
Commissioner Rambo:	Present		

Others: Deputy Chief Pat Brandenburg (LCFR), Deputy Chief Jay Brown (LCFR), Deputy Chief Howard Dawley (LCFR), Captain Randie Moline (LCFR), Deputy Chief Matt Partlow (LCFR), Chief Fire Marshall Jeff Flippo (LCFR), Ms. Bridget Bangert (Loudoun County BOS Aide), Mr. Rick DiZerega Vice President (Co. 1), Mr. Stevan Porter President (Co. 13), Mr. David Ayres President (Co. 6), Mr. Mike Kalasanckas President, (Co.9/19), Mr. Mike Norton of Petroleum Helicopters Inc., Mr. Ed Peters (Co. 17), Mr. Jeff Laramie (Loudoun-Fairfax Ambulance), Kit Fraley Rescue Chief (Co. 9/19), Mr. Glenn Dell (Co.5), Mr. Bill McGann (Co. 5), Mr. Jack Merritt (Co. 14), and Mr. Dan Telvock of *Leesburg Today*.

II. SPECIAL PRESENTATIONS:

1. Petroleum Helicopter Inc. AirCare – Mr. Mike Norton, Program Director

Commissioner Rambo introduced Mr. Mike Norton, the Program Director of Petroleum Helicopter's (PHI) AirCare aeromedical evacuation service. Mr. Norton was invited to the Commission's meeting in order to discuss PHI's plans for a medivac base in Loudoun County.

Mr. Norton highlighted Petroleum Helicopter's Company history and their emphasis on safety. Mr. Norton noted that PHI maintains a fleet of over 230 helicopters and conducts over 13,000 flight hours each month. The PHI base would incorporate training programs for system-wide EMS professionals. He concluded his presentation noting that the PHI medivac program would benefit the County by providing integrated helicopter support that would enhance the performance of EMS teams and improve patient care.

DRAFT

Commissioner Rambo thanked Mr. Norton for their interest in the County and advised that Mr. Norton would be requested to return to the Commission once PHI provides a formal proposal to the County.

III. PUBLIC COMMENTS: None

IV. COMMISSIONER COMMENTS:

Commissioner I. Buchanan: Commissioner I. Buchanan stated that on 1 March 2004, Leesburg Fire (Co. 1), would introduce an in-station, weekend daytime duty crew. All non-career hours will now be covered with in-station duty crews in Station 1.

Commissioner M. Buchanan: Commissioner M. Buchanan advised that he has received requests for a more timely distribution of Commission minutes and meeting information.

Commissioner Habib: None

Commissioner Love: Commissioner Love stated that the Board of Supervisors unanimously adopted the Length of Service Annuity Program (LOSAP) enhancements requested by the Commission. A condensed description of the enhancements will be e-mailed when received from Terry Kellogg.

Commissioner Love also advised that the 17 April is the new date for the Senior Leadership Conference. Once the agenda is complete, it will be e-mailed to all Presidents and Chiefs.

Commissioner Muller: None

Commissioner Rambo: Commissioner Rambo stated his appreciation for the efforts of Commissioner Love, the Retention and Recruitment Committee, and the Department and County staff that worked for the Board of Supervisor's approval of the LOSAP benefit program.

LCFR Chief Griffin: None

Supervisor Clem: None

IV. DEPARTMENT REPORT:

1. Department of Fire and Rescue Services – B. Griffin/M. Partlow

DRAFT

Deputy Chief Matt Partlow advised that Assistant Chief Jack Brown returned from active duty on 19 February 2004. He will be in the office beginning 1 March, following completion of his EMS refresher.

2. Operations – P. Brandenburg

Deputy Chief Brandenburg advised that the Response to Emergencies And Disasters Institute (READI), has received funding through the urban area security initiative to operate a training facility at the Loudoun County George Washington University Campus. DC Brandenburg advised that READI would sponsor a breakfast conference at the Lansdowne Conference Center on 6 March 2004 from 1000 to 1200 hours to discuss the training needs of volunteer fire and rescue companies. DC Brandenburg advised that all fire and rescue chiefs, presidents, and representatives are invited and encouraged to attend.

An informational flyer regarding the conference has already been distributed to volunteer fire and rescue chiefs and presidents, senior Department staff, and Commissioners.

Significant Incidents:

DC Brandenburg advised the Commission of recent significant incidents:

- 25 January 2004 - Significant Building Fire on Ashburn Road.
- 27 January 2004 - Significant Personal Injury Accident with entrapment involving a VDOT truck and a panel van at the intersection of Route 7 and Route 659. A post-incident analysis report has been completed and will be provided for the Commission.
- 17 February 2004 - Suspicious Powder incident at a Federal facility. The incident was passed to the FBI.
- 19 February 2004 - Significant Vehicle Accident with entrapment and one fatality on Evergreen Mills Road. The accident involved an overturned cement truck.
- 24 February 2004 – Significant Motor Vehicle Accident on Route 28 with one fatality. A passenger vehicle collided with a dumpster transport truck. A second patient was critically injured.

DC Brandenburg stated that the Department is attempting to secure a second set of turnout gear and Level B protective gear for all First Responders in the County. The Department is currently awaiting disbursement of the County's portion of \$15 million that was appropriated through the Department of Justice's Urban Area Security Initiative (UASI).

NOVA Manuals

DC Brandenburg noted that all career personnel have received training on the NOVA manuals and the Training Division is working with volunteer companies and battalion chiefs to provide additional training in the stations.

DC Brandenburg also advised that there are still significant issues that need to be addressed with the NOVA manuals. Commissioner Rambo noted that topic is on the agenda for later in the meeting.

Clarke County Mutual Aid

DRAFT

DC Brandenburg advised the Commission that some mutual aid issues have occurred with Clarke County. Recently, a Loudoun County ambulance was dispatched for an incident at a Loudoun County address on Route 601. Clarke County contacted Loudoun and indicated their system had responsibility for the response. DC Brandenburg advised that upon review, Loudoun County's dispatch center acted in compliance with the current dispatch protocols. DC Brandenburg advised that he has tried to schedule a meeting with Mount Weather and Clarke County has not been successful.

3. Fire Marshal – J. Flippo

Chief Fire Marshal Flippo advised that the Fire Marshal's Office is busy with ongoing training over the next several months. Each fire marshal must maintain 11 different certifications.

FM Flippo advised that he is working with the General Assembly members on several bills, including:

HB 622, which would allow natural Christmas trees in apartments and places of worship. All Delegates have agreed that this issue should be addressed through the code process.

HB 1482, which would eliminate the fire marshal's authority to regulate the storage of black powder and smokeless powder. FM Flippo testified to the House in an effort to ensure that these materials continue to be regulated.

FM Flippo stated that *Ogden* and FM Shirkey recently assisted with security for the Super Bowl. *Ogden* is one of the County's two bomb dogs. Under the agreement that provided the bomb dogs and handler training to the Department, both *Ogden* and his handler are subject to occasional Federal response to significant security events.

4. Communications – P. Turner

No Report

5. Training – R. Moline

Captain Moline advised that the video conferencing system is almost ready for operations. All equipment is installed and the vendor will provide training for the career and volunteer staffing. Captain Moline advised that the system should be operational by the end of March.

6. Planning – H. Dawley

Deputy Chief Dawley's comments are included Discussion Item # 5.

V. COUNCIL REPORTS:

A. EMS COUNCIL – L. Kelly

DC Jay Brown advised that the ALS and BLS refresher training programs would be completed this weekend. There are 72 EMT's that will take their County Test on Saturday and 46 CT/paramedics that will take the test on Sunday.

DRAFT

DC Brown also advised that the EMS Council did not approve a suggestion that the EMS Council and Fire Council merge.

B. FIRE COUNCIL – J. Cunningham - None

VI. MEDICAL DIRECTOR REPORT – Dr. D. Sabella

DC Jay Brown advised that Dr. Sabella is preparing a memo designating Dr. Morgan as the Assistant Medical Director (OMD-2). Dr. Morgan's primary responsibility will be to work with the Training Division. Dr. Morgan will assist with the testing of ALS providers on Sunday.

Commissioner Rambo advised that Loudoun Healthcare is dedicating the emergency room at the Lansdowne Campus to Dr. Sabella at ceremony during March. Loudoun Healthcare will send invitations and Commissioner Rambo asked that everyone plan to attend.

VII. DISCUSSION TOPICS:

1. Status of Board of Supervisors Actions

a. Enhancements to the Length of Service Benefits Program (LOSAP) – M. Maguire/A. Love

Commissioner Love advised that a summary of the LOSAP benefits will be provided to company presidents and that the program revisions will be discussed at the April Senior Leadership Conference.

b. Volunteer Station Assessment Study – H. Dawley

Deputy Chief Dawley advised that the Board's Finance and Government Services Committee (FGS) approved the contract with Heery Engineering Inc. for the assessment of thirteen volunteer fire and rescue stations. The goal of the study is to help volunteer companies identify shortcomings in their current facilities, develop cost estimates for corrective actions, and prepare an enhancement program for consideration by the Board of Supervisors. The current capital improvement program (CIP) contains an option for funding the enhancements included in the study. A project kick-off meeting is scheduled for 26 February. A letter from Commissioner Rambo and Chief Griffin discussing intent and scope of the assessment will be mailed to the affected companies.

c. Resolution of Appreciation for Ms. Peggy Smedley and the FF/EMT's – D. Rambo

DC Jay Brown advised that the Board of Supervisors adopted a Resolution of Appreciation for Ms. Peggy Smedley of Middleburg Fire and Rescue and presented the Resolution on 17 February.

The Board also adopted a Resolution of Commendation for the crew of Engine Company 11, Truck Company 11, Captain Kevin Wright, Lieutenants Jason Collins and Jeremy Gay and Fire fighters Ghorley Gregg, Gregory Moore, Donald Henry and Earl Fox II for the rescue of a resident trapped in a house fire on West Nettle Tree Road in Sterling on December 31, 2003 at approximately 0830 hours.

DRAFT

d. Resolution of Appreciation for Ashburn Fire and Rescue

DC Jay Brown stated that the Board requested that staff prepare a Resolution of Appreciation for Ashburn Volunteer Fire & Rescue in recognition of their 60th anniversary.

DC Brown advised Commissioner Rambo that Hamilton Rescue's 25th Anniversary is in May, and Sterling Rescue's is in November. The Board will be requested to adopt Resolutions of Appreciation during each company's anniversary month. Commissioner Rambo noted that he would include consideration of a Commission recommendation for Hamilton Rescue's resolution as an action item.

e. Public Safety Request Regarding Purcellville Rescue Station Project

Commissioner Rambo advised that the Public Safety Committee considered a request from Purcellville Rescue for a \$600,000 donation at their meeting on 23 February. Commissioner Rambo advised that the Committee referred the request to the Commission for review and requested the following information in the our response:

- 1- Clarification of proffer restrictions limiting introduction of career staff into the station if required.
- 2- Preliminary VDOT assessment of site entrances and exits on Business Route 7 and/or Route 287
- 3- Project financial plan.

The Public Safety Committee requested a response from the Commission within 45 days.

Commissioner Rambo advised he would send Purcellville Rescue a letter addressing the Committee's instructions and would request all information by no later than 23 March. Commission Rambo also noted that we would schedule a work session on 15 March to discuss the project. The donation request will be included on the Commission's 30 March agenda. Commissioner Rambo noted that an action item would be prepared for the Committee's consideration before 10 April 2004.

2. Status of FY05 Budget and Impacts - B. Griffin / M. Maguire

Commissioner Rambo advised that the County Administrator's budget requires a real property tax rate of \$1.19. At that rate, all School Board requests and a limited number of public safety enhancements will be funded.

Commissioner Rambo stated that the Board of Supervisors is discussing lower tax rates. A matrix was provided to the Commission identifying enhancements lost at various tax rates. A summary is provided below:

- @ \$1.17 – Three items would be removed from the fire and rescue enhancement list:
 - 1- Additional staffing at Lucketts Fire
 - 2- Additional administrative support for the Department
 - 3- One Supervisor position at the Fire Marshal's Office

DRAFT

- @ \$1.15 – In addition to the above, three additional items would be removed:
 - 1- Staffing for the truck/heavy squad for Leesburg Fire and Loudoun Rescue
 - 2- All additional training staff
 - 3- Staffing for Purcellville Fire
- @ \$1.11(Current rate)- In addition to the above, the following additional items would be removed:
 - 1- The proffer replacement contributions for volunteer companies
 - 2- The restructuring of career staff work weeks
 - 3- Four additional dispatchers.

Commissioner Rambo advised that the fire and rescue budget would be discussed at the Finance and Government Services Committee meeting on the 18 March 2004 at 1830 hours in the Boardroom.

3. Department of Fire and Rescue Services Staffing – B. Griffin

Commissioner Muller advised that he and Commissioner M. Buchanan have not yet met with DC Brandenburg to discuss staffing for various reasons. DC Brandenburg added that it is necessary to meet offline soon to address any staffing concerns that could be relevant to the FGS Committee budget meeting on 18 March 2004. Commission Muller will contact DC Brandenburg to schedule a discussion.

4. HOME Stretch Program – D. Rambo

Commissioner Rambo stated the County's Housing Services Agency is mentoring \$750,000 from the Virginia Housing Development Authority for a pilot program called Home Stretch. A portion of the money is available for purchasers of new homes who are employed by County Government, School Boards, the Town and State. The program offers purchasers the chance to borrow up to \$20,000 at a 5% interest rate with a 4-year payment deferral period.

DC Jay Brown advised that he inquired to see if this program was available for fire and rescue volunteers and was advised that it is not. Commissioner Rambo noted he had received the same information and that he would like to know if it is County policy or a statutory prohibition that limits volunteers from participating in the program. He further noted that if it is a statutory prohibition, he would like to include a revision as part of the Commission's legislative requests for next year.

5. Capital Facilities Programs and Issues

a. Volunteer / County Station Partnership Proposal – H. Dawley / D. Rambo

DC Dawley advised that he received a proposal from County Administration regarding partnerships for future fire and rescue stations. He noted that he plans to discuss the proposal with the interested companies during the next 30 days and will return to the Commission with their comments.

DRAFT

Commissioner Rambo noted that the County assumes the financial burden for the construction of the facility due to the favorable financing terms currently available to the County. The volunteer companies would be responsible for capital equipment, like apparatus, operational costs, volunteer staffing and the like. The proposal includes a joint title agreement sharing ownership between both parties. Under this scenario, the County cannot divest itself from partial ownership of the property due to bond restrictions. Commissioner Rambo noted that this is a starting point for additional discussions with the affected companies and should not be viewed as a final proposal from County Administration.

Commissioner Habib asked about having the County transfer the proffered land to company ownership where then the Company could finance its own station. Commissioner Rambo responded that this was not part of the County's proposal but it should be included in the discussions with the affected companies.

Commissioner Muller asked if this applied discussion applies to Purcellville Rescue's request. Commissioner Rambo advised that the timetable to develop an approach appears inconsistent with Purcellville Rescue's request, but that they would be invited to participate in the discussions if they are interested.

b. South Riding Fire and Rescue Station - H. Dawley

DC Dawley stated that 95% construction drawings have been received and are being reviewed by Arcola (Co. 9/19). FF/EMT Joe Neiberger is assisting with the project and is working with the Building and Development staff. DC Dawley noted that the preliminary site plan has been submitted to Building and Development and solicitation for a general contractor is likely in mid-April.

Commissioner Rambo asked DC Dawley for a schedule that would track the dates of project status and advised that the Commission would await any comments from Arcola at the next meeting.

c. Opening of Broadlands Temporary Fire and Rescue Station - H. Dawley

DC Dawley advised that the design for the Broadlands Temporary Station has been received and reviewed by Ashburn Fire and Rescue. Building materials have been ordered/delivered to the site and the facility should be occupied by 1 May 2004. President David Ayers of Ashburn Fire and Rescue advised that Ashburn is trying to coordinate the opening within the next 30 days.

DC Dawley advised that the station concept for the permanent Broadlands Station has been provided to Ashburn's design team representative. Endorsement of the concept design will be addressed during a work session with the Hughes Group on 27 February.

d. Lucketts Fire Station Maintenance Support - H. Dawley

DC Dawley advised the Commission that F&L Plumbing has been contracted to install 2-1500 gallon septic tanks and other equipment this week. He further advised that current Department operating funds were transferred to facilitate the required repairs of \$11,000.

DRAFT

e. Fire-Rescue Training Center -H. Dawley

DC Dawley advised that the formal site plan has been submitted for Building and Development review and the Special Exception is on target for late March/early April Planning Commission consideration. Errors in the project cost estimate were identified and a corrected cost estimate was promised by the end of February. More than \$200,000 in construction inflation has been identified in the project due to delays associated with the Shellhorn Property master planning and Town and County boundary line adjustment deliberations. The project will exceed the current budget and additional authority from the Board may be required if construction bids exceed available funds. Solicitation of a general contractor is expected to occur in late April following site plan assessment and comment.

6. Loudoun Hospital Center Patient Transfers – D. Rambo / L. Kelly / J. Brown

Commissioner Rambo stated that several articles and Letters to the Editor have been published in Loudoun newspapers about the cost associated with patient transfers from Loudoun Hospital's Cornwall facility to the Lansdowne facility.

DC Jay Brown advised that the EMS Council has received several complaints about billing for patient transport. DC Brown stated that Mr. Hubers, the head of Loudoun Healthcare met with himself, Commissioner Rambo, EMS Council Chairman Kelly, Chief Griffin, and Supervisor Clem on 20 February and promised that a public relations campaign would be developed by 25 February addressing our concerns. DC Brown stated that once the information is received the EMS Council will disseminate the information.

Commissioner Love added that the Rescue Chief Committee has discussed this issue and all felt that the focus must be on the patient's needs. The Chiefs do not wish to explain the costs of an inter-facility transport during patient care. She added that to the public must understand that transport decisions are made by physician medical control within the spirit of good medical care.

7. Volunteer Medical Records – D. Rambo

Commissioner Rambo advised that he received an electronic mail message from a former system member stating that he could not retrieve his medical records from the Health Department. The Health Department reported that records of his Hepatitis B vaccination were missing. Commissioner Rambo requested that the Commission determine whether the Health Department should store these records, and if not, where should the records be managed. Commissioner Rambo that workmen's compensation issues occur if our health records are not properly managed.

DC Jay Brown advised that medical records are being kept at multiple sites, including the Health Department, Fire and Rescue, and at the contractor performing entry physicals. DC Brown suggested that we consider storage at Fire and Rescue. DC Partlow advised that Fire-Rescue Safety Officer Swarthout currently maintains a medical file for the career staff that is separate from the personnel files. Commissioner Rambo will draft a recommendation for the next Commission meeting.

8. N95 Mask Fit Testing – L. Kelly / J. Brown / D. Rambo

DRAFT

DC Jay Brown advised that Dr. Kesler, the occupational physician responsible for the County and volunteer physicals, recommended that everyone needs fit testing for the N95 respirator mask. Dr. Kesler has also asked that everyone complete a brief medical questionnaire to identify any potential problems that could interfere with the fit testing or use of the mask. Dr. Kesler insists that a questionnaire is a required element within the NIOSH and OSHA regulations.

Commissioner Rambo stated that there is concern that the responses to questionnaire might disqualify an EMS provider from future Heart and Lung benefits due to a minor respiratory problem as a child. The benefits are not available to EMS providers under the current legislation, but efforts continue to include providers

DC Brown advised that the masks need to be fit tested for each system member annually and stocked on apparatus. DC Brown advised that Capt. Swarthout will be training the volunteers as fit testers to support volunteers who have completed the questionnaire. The County requires testing for staff and is moving forward with the program.

Commissioner Rambo indicated that fit testing should be a basic requirement for all EMS providers despite the reservations. He advised that he would draft a guideline for discussion with the EMS and Fire Councils.

9. **Squad Truck Standards – L. Kelly / M. Buchanan**

Commissioner Love advised that squad equipment standards were adopted at the last Chief's Committee meeting and have been distributed for comment. Originally, the Chief's Committee proposed that the Rescue Engines meet the minimum standards for medium duty squads, including a requirement that crew members have a minimum of 16 hours extrication course and company training on the unique elements of the truck. Commissioner Love added that staffing standards were also discussed, resulting in a recommendation that heavy squad have a crew of three and medium duty squads have a crew of two.

Commissioner Rambo suggested that the medium duty squad/rescue engine equipment list be forwarded to the full EMS Council and Fire Council for comment. He also suggested that the EMS Council review the comments of the Department staff while the recommendations are still in draft. Commissioner Love stated that she would discuss the issues with the EMS Council at their next meeting on 16 March 2004.

10. **Status of 2004 Legislative Initiative – D. Rambo**

Commissioner Rambo advised that during Committee review of the vehicle marking legislation, our proposal was tabled based on information provided by Office of Emergency Medical Services Director Gary Brown. Director Brown indicated to Delegate May that OEMS would grant an exemption to the rules if the system decided to operate under a single EMS license.

Commissioner Rambo said that he has exchanged correspondence with OEMS and Director Brown confirmed his willingness to grant the exemption, not require the name of the licensee on the vehicle, and allow markings with the name of the volunteer agency. The Commission agreed to accept Mr. Brown's assurances on this matter and Commissioner Rambo advised that he would inform Delegate May and thank him for his support.

DRAFT

11. DRAFT FRG Administration 3.0.2 – Code of Conduct / Criminal and Traffic Offenses – D. Rambo (Final consideration not scheduled until March 2004)

Commissioner Rambo advised that a discussion of FRG 3.0.2, Code of Conduct, is planned for the Commission's 30 March. He added that Sterling Rescue, Loudoun Rescue, and Arcola Fire and Rescue have all made comments, however, additional comments are needed in order to finalize the FRG draft.

12. Realignment of Company Responsibilities for Commissioners – F. Muller

Commissioner Muller advised that he would like to address this issue next month.

13. Amateur Radio Request from Dave Boltson – D. Rambo

Commissioner Rambo advised that he received a letter from Dave Boltson, a life member of Sterling Fire Co. 11/18, who maintains an amateur radio repeater at the Sterling Fire Station. He noted that Mr. Boltson has asked for Commission's assistance to relocate the repeater to the Waterford tower site due to the future roof work at the Sterling Station.

Commissioner Rambo noted that he has informed Mr. Boltson that the County is planning to discontinue operations from the Waterford tower and that all other fire and rescue tower sites are leased. Commissioner Rambo provided a listing of all County tower sites to Mr. Boltson for review.

Commissioner Rambo requested and the Commission endorsed assisting Mr. Boltson with his effort. Commissioner Rambo was authorized to represent the repeater as a valuable public safety adjunct service.

14. Dispatch Issues – I. Buchanan / Staff

Commissioner I. Buchanan requested information about tracking apparatus staffing. Since officers are required to report staffing levels during response, communications should be able to provide insight into manning levels. Following discussion, the Department was asked to begin tracking this statistic so that the Commission could begin to understand staffing levels.

15. NOVA Manuals – D. Rambo / Staff

DC Brandenburg advised that the dispatch algorithms are complete and scheduled for use starting 1 March 2004. DC Brandenburg noted that the Fire Council in adopted the NOVA manuals in November but are now concerned about its implementation. DC Brandenburg advised that no further recommendations have been provided. Commissioner I. Buchanan noted that additional training is required in Communications prior to implementation. DC Partlow advised that an additional month is needed to train the dispatchers on the new algorithms.

Commissioner Rambo suggested deferring implementation of the manuals until no later than 1 April to give Communications the opportunity to complete the required training. Commissioner M. Buchanan added that NOVA training needs to begin in the FF I and FFII classes.

DRAFT

A motion was made by Commissioner Rambo and seconded by Commissioner Love to defer implementation of the NOVA manuals until 1 April 2004.

The motion was adopted 6-0-0-1 (Chief Griffin excused)

VIII. ACTION ITEMS:

1. Consideration of Minutes from 13 January 2004 Commission meeting – A. Hackney

A motion was made by Commissioner Love and seconded by Commissioner Muller to accept the 13 January 2004 Commission Minutes as amended to read "John Pumphrey, not Jim Pumphreys, on page 1,4,and 12 " and "one citizen, not two on page 4, and page 12."

The motion was adopted 6-0-0-1 (Chief Griffin excused)

2. Consideration of FRG Admin 1.1.1.2, Electronic Signatures – D. Rambo

A motion was made by Commissioner Rambo and seconded by Commissioner Love to accept electronic signatures as an equivalent of web signatures for an Fire and Rescue Guidelines, Policies, and General Orders. Commissioner Rambo was directed to complete a guideline documenting this decision.

The motion was adopted 6-0-0-1 (Chief Griffin excused)

3. Commission Recommendation of Resolution of Appreciation – D. Rambo

A motion was made by Commissioner Rambo and seconded by Commissioner I. Buchanan to recommend that the Board of Supervisors adopt a Resolution of Appreciation for the Hamilton Volunteer Rescue Squad on the occasion of their 25th Anniversary this May.

The motion was adopted 6-0-0-1 (Chief Griffin excused)

IX. ANNOUNCEMENTS:

1. Senior Leadership Conference – A. Love

Commissioner Love addressed the schedule for the Conference during the Commission discussions.

2. EMS Council Officers – L. Kelly / J. Brown

Commissioner Rambo advised that the EMS Council elected Mr. Leo Kelly of Sterling Rescue as Chairman and Mr. Dave Schwartz of Purcellville Rescue as Vice-Chairman.

3. Pediatric Safety and First Aid Day – L. Kelly / J. Brown

DC Jay Brown announced that the Pediatric Safety and First Aid Day would be held at the County Administration building on the 24 April 2004. Two sessions are scheduled: 10 a.m. – 12 p.m. and 2-4 p.m..

4. Special Thanks to Deputy Chief Partlow – D. Rambo

DRAFT

Commissioner Rambo congratulated and thanked Deputy Chief Matt Partlow on behalf of the Fire and Rescue Commission for his extraordinary efforts and assistance during the past year as the Acting Assistant Chief of the Department of Fire and Rescue Services. Chief Partlow efforts on behalf of the Commission and the system were acknowledged with applause.

X. EXECUTIVE SESSION:

There was no executive session this evening.

XI. ADJOURNMENT:

A motion was made by Commissioner M. Buchanan and seconded by Commissioner I. Buchanan to adjourn the Commission meeting until the next scheduled date of 30 March 2004 at 1900 hours in the training center.

The motion was adopted 6-0-0-1 (Chief Griffin excused).